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MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology  
Deputy Director for Support

SUBJECT : ADP Systems Engineering Services  
(Policy and Procedures)

*except those required by the Office of Communications in relation to ADP systems which are integral parts of the Agency's communication system.*

1. In order to improve the timeliness, coordination, and effectiveness of ADP systems engineering services\* required by the Agency and to minimize expenditures for such services from outside contractors, the following policy and procedures will apply:

2. Policy -- It is Agency policy a) to develop in staff personnel, insofar as practicable, the technical skills required to meet the systems engineering needs of the Agency, b) to minimize reliance on commercial suppliers to provide systems engineering services for which charges are made, and c) to provide through the Office of Computer Services (OCS) a means for coordinating contract actions for such services.

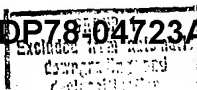
3. Procedures --

a. Agency computer organizations will undertake to strengthen the systems engineering skills of staff personnel.

b. Computer organizations within the Agency will refer systems engineering problems to OCS when problems are encountered which cannot be solved within their own components or by "free-of-cost" support available to them from equipment suppliers. (OCS is empowered to make exceptions<sup>ad hoc or standards</sup> to this requirement in instances where the problem lies outside OCS's range of technical concern or where OCS does not

\*Systems engineering services includes assistance in generation, testing and modification of operating systems; trouble-shooting hardware/software systems; ADP installation evaluation and improvement; and in some cases, systems design, program design and development.

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maintain liaison with the logical commercial supplier of the services required.)

c. OCS will itself respond to systems engineering problems referred to OCS by other components and for which OCS has the requisite technical competence.

d. OCS will contract for commercial systems engineering services as necessary in dealing with problems which lie beyond OCS's capability but which can be satisfied through simple work orders on a cost-per-hour basis. OCS will fund such agreements or work orders, subject to the limitations of its current budget. If the OCS budget proves inadequate to cover a necessary work order, OCS will seek guidance from O/PPB.

e. Requests for assistance which in OCS's judgment exceed the scope of cost-per-hour work orders and therefore are likely to evolve into requirements for major custom service contracts will be returned to the requesting component with advisory comment by OCS. In such instances, the requesting component (vice OCS) will be directly responsible for obtaining Agency approval to negotiate and fund the custom service contract.

f. OCS will establish a single point of contact and such administrative procedures as may be necessary for handling requests for systems engineering services.

g. Agency components will keep OCS informed of all significant experience or agreements with commercial representatives which could affect Agency policies or procedures concerning systems engineering services.

*what happens if they have the competence but can't make it available in a time frame acceptable to the customer.*

*DD's.*

*in coordination with affected components*

L. K. White  
Executive Director-Comptroller

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COMMENT		FILE		RETURN	
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<b>Remarks:</b>  Bob:  This is (we hope) a final draft setting systems engineering services policy for the Agency. If you have suggestions, objections, or comments, let's have them. We hope eventually to go to Colonel White for a signature.  <div style="text-align: right;">Phil</div>					
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